

**NATIONAL INSTITUTE OF PUBLIC AFFAIRS**

SUITE 410, 1001 CONNECTICUT AVENUE, WASHINGTON, D. C. 20036

CARL F. STOVER  
EXECUTIVE DIRECTOR

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October 1, 1965

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Mr. Lyman B. Kirkpatrick  
Executive Director  
Central Intelligence Agency  
2430 E Street, N.W.  
Washington, D. C.

Dear Mr. Kirkpatrick:

On behalf of the Board of Trustees of the National Institute of Public Affairs, I am pleased to invite you to submit nominations from your agency for the fourth annual Career Education Awards described in the enclosed brochure. We hope that you will once again be among those participating in this endeavor.

During its first three years, the Career Education Awards Program has gained increasing support throughout the federal government. We are grateful for this and judge it a sign that this activity is making a worthwhile contribution to the development of promising mid-career officials for top-level responsibility. A continuation of this pattern will demonstrate to all within and outside of government who helped to conceive and implement the Program that the ideas behind it are sound and the investment being made in it is wise.

The Program's main outlines for the next year are much the same as they were in the past. However, the original five participating universities--Chicago, Harvard, Princeton, Stanford, and Virginia--have been joined by two others--Cornell and Indiana. In addition, the Award winner's tuition must now in certain cases be borne by his employer. Since this latter change does apply to your agency, it has been discussed fully with officials in your personnel office.

Mr. Lyman B. Kirkpatrick

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We will make available on request enough brochures and nomination forms to permit you to bring this Program to the attention of supervisory officers throughout your agency. Should you require any additional information, we would be happy to provide it.

Sincerely,



Carl F. Stover

Enclosure

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NATIONAL INSTITUTE OF PUBLIC AFFAIRS  
1001 Connecticut Avenue, Suite 410  
Washington, D. C. 20036

## Nomination for Career Education Award

*Please read the information leaflet on the  
program before preparing nomination.*

1. \_\_\_\_\_  
Name

2. \_\_\_\_\_  
Department or Independent Agency

3. \_\_\_\_\_  
Position Title

4. \_\_\_\_\_ 5. \_\_\_\_\_  
Grade Age

6. Total years civilian public service \_\_\_\_\_

7. \_\_\_\_\_  
Business address (include bureau or comparable administrative unit)

8. \_\_\_\_\_  
Home Address

9. \_\_\_\_\_ 10. \_\_\_\_\_  
Marital Status Children (age and sex)

11. (*A separate statement to be attached.*) To assist in selecting those most likely to profit from this opportunity for graduate study, please state why this person is being recommended for a Career Education Award. No standard format for this statement is suggested but the following information would be helpful: (1) the characteristics demonstrated by the candidate which make you believe that he has high potential for upper level executive or staff positions of a policy making or managerial nature; (2) specific examples of outstanding work performance; (3) some indication of a career development plan for this person such as the kinds of positions he might some day be considered for if he continues to develop as well as his early career implies. Please be as specific as possible. This is the most important part of the nomination.
12. Indicate in sequential order the GS grade, position title and entry date for each position held by the nominee since entering federal service. Include all promotions in this list even if there was no change in position title.

13. What subjects do you want the nominee to study? The study program should mesh with your career development plan for this person. In stating the general subject-matter areas (not specific courses) of the academic work proposed, please keep in mind that the major purpose of this program is to broaden knowledge, ability and understanding rather than to intensify skill in a technical specialty.
  
14. Honors, awards and formal commendations after entering public service:
  
15. Academic study *before* entering public service—colleges or universities attended, degrees and dates, major fields of study. *Attach or have sent one copy of transcript of academic record.*
  
16. Academic study *after* entering public service—colleges or universities attended, degrees and dates, major fields of study. (If no degree, give approximate number of hours of credit earned.) Please indicate if this study was at government expense as part of an official training assignment or on own time at own expense. *Attach or have sent one copy of each transcript of academic record.*
  
17. Government training (non-academic) of a formal character after entering public service;
  
18. Indicate three CEA program universities which the nominee would be willing to attend without any order of preference: \_\_\_\_\_  
Those nominated should not apply directly to universities for admission; NIPA will arrange admission for Award Winners.
  
19. (*A separate statement to be attached.*) To assist in selecting those most likely to profit from this opportunity for study, please have the nominee prepare a short statement indicating: (1) his aspirations in the public service, including his judgment as to his potential contribution; and (2) how the educational opportunity would relate to such career aspirations.

\_\_\_\_\_  
Signature and title of official initiating this nomination

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved for Department or Agency

\_\_\_\_\_  
Date

To be considered for 1966-67 Awards, this nomination must be received by NIPA before February 1, 1966.

DD/S 65-4714

Personnel 3

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S	8 Oct	W-1
2	Director of Personnel	8 Oct	ER
3	D + R		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  2 - For action and preparation of a reply for Colonel White's signature.  11/9-QTR advises reply was forwarded, signed by Mr. Baird as Chairman, Training Selection Board, 13 Oct 65. Cy forwarded to Ex. Dir.-Compt. & ER. 11/9 - ER verified receipt of cy.  <b>SUSPENSE:</b> 15 November			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
O/Executive Director/HKnoche			6 Oct 65
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STATINTL

FORM NO. 2-61 237 Use previous editions

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DD/S Distribution:

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1 - DD/S Subject, w/T Att ✓

Att: Letter dtd 1 Oct 65 for Ex. Dir. fr Carl F. Stover, National Institute of Public Affairs, re submission of nominations for the fourth annual Career Education Awards; w/Att nomination form and brochure.

STATINTL

\* 1/14/66 [redacted] called to follow-up on the  
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attached. She indicated that they now have another  
letter fr Mr. Macy which will require a reply -  
for signature by Col. White. (Nominations due 1 Feb)

1/17/66 - I checked with OTR. Gwen will call  
Barbara direct.

1/17/66 - OTR advised that nominations will go before  
Training Selection Board next week after which a  
reply will be forwarded for Col. White's signature.

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[redacted] has been advised